

# LAPTOP BUNDLE AGREEMENT

## 2011-2012

*This is an official agreement between Horry County Schools and  
(teacher)*

*A laptop computer is provided to the applicant under the following conditions.*

<p>With this agreement, the <b>DISTRICT</b> will:</p> <p>provide a laptop computer for teacher's continued <b>professional</b> use while employed as a permanent full-time or part-time classroom teacher at the school.</p> <p>expect the Teacher to use the laptop computer to engage students as part of regular classroom teaching and learning.</p> <p>allow <b>professional</b> use of the laptop computer outside work hours, however, it is for the teacher's sole use only, and not for use by students, family members, or any other person.</p> <p>*allow personal use of the computer by the employee but the computer cannot be used with outside groups not associated with HCS or for personal gain.</p> <p>*maintain ownership and reserve the right to reclaim the laptop computer and projector if the teacher is unwilling, or is unable to, fulfill the requirements of this agreement or if the employee violates any part of this agreement.</p> <p>set up the laptop to enable connection to and effective use of the school network with the teacher's assistance.</p> <p>implement a plan and manage the integration of laptops into the school environment.</p> <p>provide initial training on the use of the equipment and the integration of technology into classroom practice.</p> <p>provide professional development opportunities to enable teachers to enhance their integration of technology.</p> <p>provide technical support to maintain the laptop and ensure it is in good working order.</p> <p>may re-image the laptop as part of maintenance procedures which will erase all personal files and settings.</p> <p>require the teacher to pay for damage or loss, or repair/replacement costs, when the loss or damage is a result of the teacher's own negligence.</p> <p>expect adherence to the School and District's Internet Safety and Network Acceptable Use Policy.</p> <p><b>*modification/update to original agreement</b></p>	<p>With this agreement, the <b>TEACHER</b> will:</p> <p>log into the district network daily and use the equipment to facilitate instruction and conduct district business.</p> <p>attend initial training on use of the laptop computer prior to taking possession of the laptop computer.</p> <p>use the laptop for the purposes it was provided and adhere to the School and District's Internet Safety and Network Acceptable Use Policy and other relevant policies in the District Policy Manual.</p> <p>gain prior approval before installing any third party software which is not already included with the laptop.</p> <p>*will not use the computer with outside groups not associated with HCS or for personal gain.</p> <p>use the laptop computer to engage students as part of regular classroom teaching and learning.</p> <p>provide suitable care and security of the laptop computer at all times and immediately report any damage or loss of the laptop to the responsible school administrator.</p> <p>pay for the cost of repair or replacement of the laptop when the damage or loss has been a result of the teacher's negligence.</p> <p>participate in appropriate professional development activities provided by the school and/or district on using technology as a tool in the development and delivery of curriculum in the classroom.</p> <p>provide professional development and encouragement for other staff members on technology integration.</p> <p><b>return the equipment to the district upon resignation, retirement, extended leave, or upon district request.</b></p> <p>assume responsibility for any involvement by the teacher or any other user of this laptop in activities associated with accessing inappropriate or illegal materials, in accordance with district policies.</p> <p>*back up all personal files and documents regularly, and understand that technicians may re-image the laptop as part of maintenance procedures which will erase all personal files and settings. HCS is not responsible for lost information/programs due to the reimage of a machine.</p> <p><b>*modification/update to original agreement</b></p>
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*I hereby accept the conditions, as outlined in this agreement and the Horry County Schools Policies, and agree to use the laptop computer for teaching and learning.*

(Signed)

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\_\_\_\_\_

(District

ID) \_\_\_\_\_

\_\_\_\_\_

(School)

\_\_\_\_\_

\_\_\_\_\_

Date) \_\_\_\_\_ (Today's

\_\_\_\_\_

Laptop  
Model \_\_\_\_\_  
\_\_\_\_\_

Laptop Serial  
Number \_\_\_\_\_  
—

**Home**

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone: (H)**

\_\_\_\_\_ (C) \_\_\_\_\_

\_\_\_\_\_

**Email: (W)**

\_\_\_\_\_@horrycountyschools.

**net**

**Other** \_\_\_\_\_

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